



<b>Role Title</b>	Force Neighbourhood Watch Co-ordinator	<b>Reporting to</b>	Force Crime Prevention Officer
<b>Section</b>	Strategy & Force Performance	<b>District/Department</b>	Corporate Services
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 5

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To monitor and assist neighbourhood policing teams in relation to all aspects of neighbourhood watch schemes, and to act as a Force liaison officer with district neighbourhood watch practitioners.
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<b>Key outputs for role –</b>
1. To monitor and assist all district neighbourhood policing teams in the formation, coordination and maintenance of district neighbourhood watch schemes across the Force area, giving feedback and guidance as appropriate in order to share best practice and promote consistency.
2. To provide support and assistance to district officers and staff in the formation and servicing of neighbourhood watch schemes in accordance with Home Office and Force policy, in order to increase membership numbers.
3. To inform district neighbourhood policing teams of crime trends, police and partnership information, positive community opportunities and crime prevention advice relevant to their communities in order that they can increase awareness, reduce crime and effectively engage with their local neighbourhood watch schemes and improve communication in line with the Neighbourhood Policing Strategy.
4. To identify and disseminate innovative ways to encourage and energise neighbourhood watch membership and relations from all sections of the community to district teams, in order to increase scheme participation and commitment.
5. To attend some neighbourhood watch meetings across districts, as required, on an adhoc basis in order to monitor and ensure corporacy and consistency across all districts and the timely sharing of good practice.
6. To maintain records of all neighbourhood watch schemes in districts to ensure current and accurate information is available at all times.
7. To be a specific point of contact for district NPTs to seek advice and guidance in relation to neighbourhood watch schemes.
8. Utilise various communication methods to promote the neighbourhood watch agenda and support the production of relevant reports in line with agreed criteria, policies and timescales.
9. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

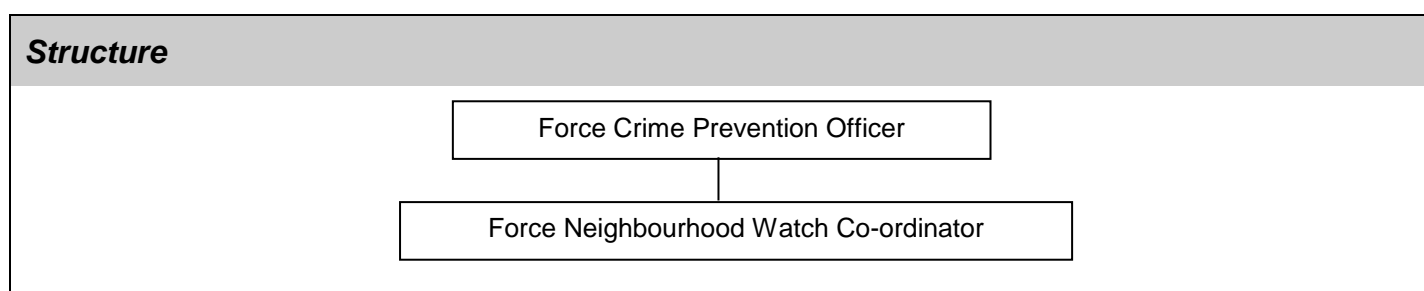
<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>Monitoring and co-ordination of district neighbourhood watch schemes.</li> </ul>

<b>Work/Business contacts</b>
<b>Internal:</b> Police Officers and support staff to provide/exchange information regarding Neighbourhood Watch Scheme and local crime. <b>External:</b> Members of the public to provide/exchange information as above, Partner Agencies.

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or</b>
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	Desirable
• Has basic/good working knowledge of and ability to operate computerised databases	Essential
• Good written and verbal communication skills	Essential
• Has basic knowledge of crime prevention methodologies and the benefits of neighbourhood watch schemes	Essential
• Displays basic knowledge of the working practices of the Crime Prevention Panels and Community Safety Partners.	Desirable
• Displays basic knowledge of current Force Neighbourhood Watch policy.	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Has a full current UK/European driving licence.	Desirable
• Access to a vehicle and can use it for business purposes.	Desirable
• Flexibility regarding working hours to facilitate attendance at scheme meetings	Desirable

<b>Expertise in Role - After initial development - Level 2</b>	
• Has successfully established key contacts both internally and externally.	
• Has a detailed knowledge of Community Safety issues.	
• Has a detailed knowledge of Neighbourhood Watch Schemes.	



## PART B – COMPETENCY AND VALUES

<b>Competencies and Values Framework-</b> <a href="http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf">http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf</a>
Level 1 - Practitioner

## PART C - DEVELOPMENT OF ROLE

<b>Expertise in Role (Advanced - Level 3)</b>	
• Has identified good practice within schemes and implemented where appropriate	

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Recruitment Level
<b>Date accepted as a role profile</b>	10/04/2018